



# BENTON MIDDLE SCHOOL

A California Gold Ribbon Award School  
A California Exemplary Arts Education Program



## **School Site Council (SSC)** **Bylaws**

### **Statement of Purpose**

The Benton Middle School Site Council (SSC) was established and is maintained for the expressed purpose of utilizing all available data to establish site goals, objectives, and action plans/school plans with appropriate evaluation and accountability components to further student performance achievement.

### **Scope**

The SSC is responsible for the development and approval of the school's Single Plan for Student Achievement. The SSC team makes recommendations to the principal on hiring, budget, instruction/interventions and professional development tied to the goals within the Single Plan for Student Achievement as related to all programs at Benton Middle School.

The SSC team has direct approval of the Single School Plan for Student Achievement, Expenditures of Local Control Funding Formula (LCFF) funds. The SSC may make recommendations on additional expenditures when additional money is identified by legislation or administration, either at the site or district level.

The SSC or subcommittees will look at school programs and course offerings used to improve the academic performance of all pupils to the level of the performance goals outlined in the Single Plan for Student Achievement. The SSC shall make recommendations on the programs, courses and plans to be implemented.

The SSC or subcommittee(s) may develop activity schedules, if needed. SSC may also develop schedules for activities/events that involve parent participation that normally occur outside of the school day.

The SSC will:

- Develop the Single School Plan for Student Achievement and recommend to local governing board.
- Review implementation of plan and periodically assess effectiveness.
- Annually review plan, establish budget, and make modifications to the plan.

Areas the SSC will have input include, but are not limited to:

- Composition of interview panels for hiring purposes
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- Instruction / Interventions and Professional Development tied to the goals within the Single Plan for Student Achievement
- Student Attendance and Discipline Data
- Special scheduling within the school day

The SSC is accountable for all SSC decisions and must use the Single School Plan for Student Achievement for rationale for decisions made.

## Membership

Parents, community members and employees assigned to Benton Middle School are eligible to serve on the SSC.

The SSC will be comprised of 12 members as follows:

- Three students
- Three parents and/or community members
- Four teachers
- One other school personnel
- One administrator

Identification of open positions for the SSC will be established by the last meeting of the SSC prior to the end of each year.

Parents will be informed of vacancies through electronic media (emails, newsletter and website). Parents may self-nominate through electronic surveys. Ballots will be sent out electronically at least three weeks prior to the first meeting.

If three or more parent vacancies need to be filled they will be selected as follows: All votes will be tallied and the candidates who receive the most votes will serve two-year term position/s.

Other school personnel vacancies will be noted in a flyer placed in all other school personnel mailboxes at least one week prior to Back to School Night. By Tuesday prior to Back to School Night, interested other school personnel members must submit a statement of approximately 50 words entitled "How I think I can help by serving on the School Site Council." All candidate statements will be printed and posted in the lounge.

Voting for SSC members shall be done electronically. Voting will be conducted at least three weeks prior to the first SSC meeting and new members shall be informed at least two weeks prior to the first SSC meeting.



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Teacher elections will be completed to fill vacant positions for the teachers by Back to School Night. The term of elected SSC teacher members will be two years.

Members may be elected to serve consecutive full terms. Membership shall be limited to one representative per household.

If a member no longer meets the membership requirements under which he/she was elected (e.g. a parent is hired as a district employee at that site), or if a parent/community member moves from the area and does not have a child at Benton Middle School, that member shall be resign from the SSC.

All SSC members will be nominated and elected by their peers (e.g. parents by parents, teachers by teachers, etc.).

If any member of the SSC resigns or vacates a position the SSC will appoint a new member from runner up list from last stakeholder election or if none from interested volunteers from stakeholder groups to serve the balance of the unexpired term. A member may resign at any time. A position will be declared vacated after a member misses three consecutive meetings.

## **Roles and Responsibilities**

**FACILITATOR:** The facilitator prepares each agenda, conducts the meetings, executes undertakings as directed by the SSC and is the official representative of the SSC in all matters relating to the Local Education Agency (NLMUSD).

**VICE-FACILITATOR:** The Vice-Facilitator acts in the absence of the Facilitator and assumes all the duties and responsibilities of the Facilitator during the latter's absence.

**SECRETARY:** The secretary takes notes during the SSC meetings and reproduces the minutes, which are shared with all SSC members, the Assistant Superintendent of Educational Services and posted in the office and on the school website for public view.

**MEMBERS AT LARGE:** All members will be responsible for gathering input from their peer group of stakeholders, reporting back to these stakeholders and representing them on the SSC.

In the event that more than one SSC member requests one of the above positions, each SSC member shall be entitled to one vote per office and may cast that vote via secret ballot.

The officers of the SSC shall be elected annually and shall serve for one year or until each successor has been elected.



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## Organizational Matters/Meetings

The SSC will meet a minimum of five times per year or more frequently as school business requires.

The Facilitator shall prepare the agenda for the meetings of the SSC. SSC members will have the opportunity to request items to be placed on the agenda prior to the agenda being posted 72 hours before the regularly scheduled meeting in an area where all stakeholders have access to them. Seventy-two hours prior to the next meeting, the Secretary shall prepare and deliver a copy of the minutes of the meeting to SSC members and shall post a copy in the school office.

All agendas will include:

- Introduction of any visitors and/or new members
- Review of the minutes and action items from the previous meeting
- Reports from action committees
- New business and other items (will be itemized)
- Reminder of the date of the next scheduled meeting
- Respectfully submitted by \_\_\_\_\_.

Input from stakeholders can be shared with a SSC member or placed in the SSC suggestion Online Form Input may also be given to office personnel via phone calls or e-mail.

A quorum – half the members plus 1 – must be present to make decisions. Without a quorum present the SSC can discuss business but no action may be taken.

The SSC will select or appoint action committees as needed. The SSC may request a committee to:

- Gather data for review by stakeholders and/or the SSC
- Present a proposal to stakeholders for consensus

Meetings of the SSC may be cancelled or dismissed for emergencies or lack of quorum.

Meetings will be held for one hour.

## Decisions

Decisions shall be made by a quorum as defined above. Everyone in attendance with an opinion is allowed to state his/her case in its entirety not to exceed five minutes.

Decisions by the quorum will reflect the vision and mission of the school and will be supported by all members of the SSC.



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All decisions of the SSC must reflect Benton Middle School's vision as they relate to the scope of the SSC.

All members of the SSC have an equal say in the decision-making process.

The following items require a one-week notice via mail, electronic communication, or hand delivery to all members of SSC: changes to bylaws, removal of a SSC officer, or a proposal for filling a vacancy of a SSC officer.

## **Amendments to the Bylaws**

Once the bylaws for the SSC have been approved and enacted by the current SSC and the NLMUSD, these bylaws may be changed only under the following terms:

1. Changes in the bylaws may be proposed at general SSC meetings.
2. Proposed changes must be provided in writing to all members one meeting prior to a vote.
3. Changes will be adopted by consensus of the SSC.

**Note:** Consensus is defined as 75%-100% agreement. When consensus has not been reached, the existing structure remains the same.

Adopted: **September 21, 2023**